

*approved
4/21/08*

**OCONEE COUNTY LIBRARY BOARD
MINUTES OF THE QUARTERLY MEETING
JANUARY 14, 2008**

The meeting was called to order by Chairman Doris Firth. Members present included Brian Hawkins, Vera Gear, Dorothy Peltier, Janet Stratton, Alice Vernon, Jerry Studdard, Art Zimmerman, and Phyllis Luke. Absent member was Ginger Griffith. Also present were Clare Auwarter, Kathryn Ames, Donna Brumby, and Pat Hallow. The motion to approve the October minutes was made and seconded. Chairman Doris Firth opened the meeting with a request for a moment of silence for board member Jim White who passed away suddenly in December. Janet Stratton made the motion and Jerry Studdard seconded and all voted in favor. A moment of silence took place for Jim.

Public Comments

Chairman Doris Firth introduced Pat Hallow, President of Oconee County Library Friends, to the board. Pat was there to ask if the board would consider a request by the Friends for creating an appropriate memorial for Jim White at the Watkinsville library. Jim acted as the library board's representative to the Friends and played a significant part working with the Friends in all their endeavors to support our library. Pat described the Friends' wish for a small garden at the entrance to the library suggesting a bench with a brick wall or a patio. Clare Auwarter reminded the board that the county takes care of the outside maintenance for the library and they needed to be included in any plans undertaken. Janet Stratton made a motion to approve the memorial for Jim but ask the Friends to present the design or description by our next meeting. Jerry Studdard seconded the motion. All voted in favor.

BRANCH MANAGER'S REPORT

Clare reported nice turnouts for the various programs held at the library. Her report highlighted the return of Janet Higton who is now back on staff part-time and of Janet's genealogy class that is very popular. Clare also reported that the shelving being completed at the Bogart Library did not cost as much as was expected and that they had in fact a good savings on them. She mentioned the Friends hosting guest author, Karen Abbott, and her book on the fascinating history of a certain district of Chicago. Clare described the progress of the renovations of the ESP room and the good news that the county will be giving her some 4 year-old computers that are still good and there will be more work stations set up for these. She invited the board to stop in to see the improvements made. Clare wanted the board to know that Rep. Bob Smith was sponsoring a Holocaust Exhibit at both the Watkinsville library and at the Athens library in March. The Friends were going to provide an opening reception and act as guides for the presentation. Schools in the area were being contacted to arrange for bringing some classes for the exhibit. Rep. Bob Smith was going to come to the opening along with others to explain how the exhibit came about. Finally Clare reported that a roof problem was developing and that she would ask Marvin Pope to estimate the cost.

REGIONAL DIRECTOR'S REPORT

Kathryn reported we were at the halfway mark in our budget but we're still waiting on Oconee County figures. She too noted the savings on the Bogart library's shelving. She reminded the board of two priorities for our library, increasing the number of books and getting on the list for construction. Kathryn also said there was a need for increasing internet filtering and our protection level on our computers. Kathryn would like board members to personally thank Rep. Bob Smith for bringing the Holocaust exhibit here. Kathryn discussed money received from the state to the tune of \$7728.05 that must be matched and used for funding major repairs such as plumbing and it must be done by June. Since we are 35th on the state list for funding for other construction projects, Kathryn said that we should try to contact Rep. Smith about the roof repair that is not covered at this time to see if he could

help us get the needed funds. The new budget for Oconee County needs to be set before another renovation and repair grant will be available. Kathryn reminded the board also that adapting our building for the handicap must be considered now. It is expected that by the end of February the library must be ready to request any major repair funding that will be needed.

FRIENDS OF THE LIBRARY REPORT

We were reminded that the Friends Board has new officers now and that they held their gift-wrapping at Barnes and Noble before Christmas, staffed by both Bogart and Watkinsville members, which raises the money for their summer programming for children.

OLD BUSINESS

Janet Stratton reported on the "Grassroots Advocacy" workshop put on by the Friends of Georgia Libraries. The main learning point was that citizens do not recognize their power to change how government acts. Also learned was "how to go about doing this". As an example, the OCLB should be making contacts with our county commissioners and members of our state legislature to share information on our library needs and letting them know how important the library places in our children lives. It was also especially noted that since there is usually only a limited time to talk with the commissioners or the state legislators you must try to be succinct. This is very important to be successful.

Art Zimmerman gave the update for the Long Range Planning Committee that included Doris Firth, Diane Bridges, Alice Vernon, Jim White, Clare Auwater and Art Zimmerman. The meeting also included Kathryn Ames and Donna Brumby. The committee met on October 29th and November 19th with a listening session held between those dates. To begin the committee created a new mission statement. Then the listening session helped the committee to prioritize their goals. Kathryn and Donna worked on the rough draft, refining the basic goals needed for four primary services responses and added two additional services responses. They developed specific objectives and activities for these responses. The Long Range Planning Committee for the Oconee Libraries submitted their Strategic Planning Report to the OCLB, including a synopsis of the listening session on November 15th moderated by Richard Clark. The Library Board will not work on these goals.

NEW BUSINESS

Clare told us that she talked with Jim Luken, the mayor of Watkinsville, to name a replacement for the OCLB to represent the city due to the death of Jim White. He is said to be working on this. The board was reminded that a Finance Committee meeting was needed to prepare for the county's budget meeting. Brian Hawkins was asked to replace Janet Stratton on the Finance Committee. Art Zimmerman spoke of an email he received from library patron expressing how grateful he was the genealogy information that he has been able to find at or through the resources of our library. And finally there was one final topic that will need some follow-up. The sign at the one entrance of the library is creating a problem for some people entering the library's parking area. The Library should see what can be done about this. Clare will talk with Operations and Facilities Director, Marvin Poe.

Respectfully submitted,
Dorothy Peltier, Secretary, OCLB

Approved 7/21/08

**OCONEE COUNTY LIBRARY BOARD
MINUTES OF THE QUARTERLY MEETING
April 21, 2008**

The meeting was called to order by Chairman Doris Firth. Members present included Vera Gear, Dorothy Peltier, Janet Stratton, Alice Vernon, Art Zimmerman, and new member, Susan Brodrick. Also present was Kathryn Ames and Donna Bromby. Absent members included Ginger Griffith, Brian Hawkins, Marty Lawrence, Phyllis Luke and Jerry Studdard. Also, absent was Clare Auwarter. Doris introduced our new board member, Susan Brodrick, who was appointed to be the city of Watkinsville's representative. Doris asked if there were any changes to the January minutes. Janet mentioned that under New Business it was unclear to her which library had the parking difficulty mentioned in the minutes. We had talked about the Bogart library at a previous board meeting. Dorothy said she would add Watkinsville before the word library to clarify this. With no other change needed Art Zimmerman made the motion to approve the minutes and Vera seconded the motion.

PUBLIC COMMENT

As there were no public visitors to the meeting, there are no public comments to report.

BRANCH MANAGER'S REPORT

Donna was asked to give Clare's Branch Manager's report because she expected to miss our board meeting. Donna went over several items that were significant under the January highlights, including the finishing of the renovations to the ESP room and the programs presented by Cynthia Jameson at area schools for 310 children. Under February highlights Donna mentioned the Of Interest program that presented Special Agent Jim Fullington of the GBI who discussed Georgia's readiness to respond to terrorism. Also mentioned was the huge crowd that attended the NOHS Jazz Band performance at the Bogart library. Donna noted that in Clare's report that in February circulation was really up compared to last year at the same time. Under March highlights among the items listed were: the holding of the Ann Frank exhibit, which was very successful; both libraries providing a new service called Tumblebooks, which is an on-line animated talking site for young readers; and the many school, afters-school, and in-library programs, which made for a very busy month. Donna spoke of Clare's visit to the Public Library Association Conference in Minneapolis at the end of March. Also attending the conference were Kathryn and Donna, who, along with Miquel Vicente, presented a program on the 3-year IMLS grant that ended in September.

Clare summarized the Progress on the Capital Improvements approved in the FY08 budget at the end of the Branch Manager's report. Doris read from Clare's email to her on Marvin Poe's report to cover the work that's been done in a little more detail, and what there was still to do, namely the EFIS repair work and the new carpet for the foyer. Doris commented that this would finally finish the capital improvements that were scheduled for FY08.

Clare's final note was that all budget requests were submitted to all funding agencies for FY09.

REGIONAL DIRECTOR'S REPORT

Kathryn began by reporting on our circulation numbers that showed more patrons are coming to our libraries. She revealed that coming on-line May 1st will be a "downloadable audio" capacity which she expects to be well received and which will encourage even more patrons to use our libraries. All this confirming the need for additional library space in the near future.

The financial report shows that we are three-quarters of the way through our budget. Overall expenditures are slightly lower on some items, like for Books and AV Material, but Kathryn said this will soon change and the money allotted would be definitely used. She noted the saving under the new shelving for Bogart that could be used to cover other items that may cost more. Kathryn noted that we are keeping Oconee County BOC In-behalf support expenditures on track. Under Gift Income

and Expenses we have a big balance in our Watkinsville account but only a small balance in our Bogart account that we are hoping will improve. We even have a small surplus in our Fund Equity.

Kathryn drew our attention to a copy of a letter from Mrs. Bush on National Library Week that was celebrated on April 13-17.

Kathryn reviewed the FY09 budget proposal explaining the increase in Wages and Benefits as very necessary to continue keeping our personnel or being able to replace any loss of personnel in the future. She gave the board a copy of a report taken from the Georgia Public Libraries Statistics & Annual Report FY07. This report was a tabulation of our county system in population and patrons registered, facilities, staff, holdings, activities and computers in a comparison with not only the whole Athens Regional Library System and but also with the whole state system. It shows that while we have less than 50% of our county population as registered patrons we represent between one-fourth and one-fifth of the activity in our system.

Kathryn asked the board to start thinking about what we would look for in a new library if we could get one under the next Splost. Janet was concerned about space, feeling that space for the library in the new park must be designated sooner than later. Also Janet emphasized that if a new library were to be built, and, if it were to be put in the new park, that it must be seen prominently from the street. Art felt shared parking might also make it easier to get a large space, but he wasn't sure that it would possible now since some structures were already placed pretty far back. Kathryn told us that she felt a minimum of 5 acres would be needed for parking, shared or otherwise. At the end of this discussion Janet urged the board to keep in mind one final consideration, which was that we keep in the new library what we had in the old library. She does not want to see any loss of services that we have now.

Lastly Kathryn reported that every county would receive a \$400.00 state grant for the summer reading program. Our libraries show 2 separate summer reading programs, one for young children and one for older children. Presentations will be made at every school to encourage participation in the summer reading program and the libraries will use this grant to add even more programs for the children.

Art and Janet attended the Regional Library Quarterly Meeting as representatives of our board. They really enjoyed the principal speaker and promise that they would send a copy of the program to board members.

FRIENDS OF THE LIBRARY REPORT

Vera previewed the summer schedule for the Friends. She said they were working on setting up volunteers for their summer reading programs and had some other plans in the making. One big undertaking for both the Oconee and Oglethorpe Friends was to co-host an Antique Roadshow at the Oconee County Civic Center as their major fundraiser for the year. Vera was also hopeful that the Bogart Friends would join this endeavor. The Friends are also developing plans for the Fall Festival, which will be on the last Saturday in September.

OLD BUSINESS

Doris, Dorothy and Janet attended the BOC Budget Meeting to support Clare during the review of her proposed budget. Clare emphasized her requests for increase salary for IT and other personnel, for repairs needed, for additional cleaning, and for the need to upgrade computers. The Commissioners asked a lot of questions about her requests and she gave such impressive reasons for them. Just when she thought she was finished Commissioner Norris raised the question of the need for a new library or the expansion of the present one along with enlarging the Bogart library. Clare explained the space per capita recommendation for libraries and expressed her belief that the ten-year projected population for Oconee County of 50,000 that would make a 30,000 sq. ft. building certainly necessary. Clare's thinking ahead showed the BOC just how well prepared she was and when she was done the BOC expressed great appreciation for her presentation.

NEW BUSINESS

Janet was designated Chair for the Challenged Material Committee, which included Clare, Art, Janet, Alice, and Donna. This group was formed to discuss a complaint made by a patron about the showing of a copy of the Sports Illustrated Swimsuit Issue that she called inappropriate for open access to minors. First the committee reviewed the material involved. They then reviewed the Athens Regional Library System Collection Development Policy and the long established Library Bill of Rights. Finally they checked the posted record of Magazines for Libraries, which is a report put together for reviewing magazines and they found that the Sports Illustrated magazine received a good recommendation for all levels. Based on this information the committee reported to the board that they would not recommend the removal of the magazine.

Kathryn said the board needed to vote on what should be done in answer to the complaint. So the question for the board to vote on was stated as follow: Should the Sports Illustrated Swimware Edition be retained in the Watkinsville library collection? It was voted yes unanimously by everyone at this board meeting. Claire will be asked to draft a letter that Doris will sign in response to the complainant explaining our decision. Kathryn said that the person who made the complaint should be told that she could appeal this decision to the Athens Regional Library Board.

At the conclusion of the board meeting Doris informed the board that we were losing 2 more members of the board as they have moved away. She asked board members to seek and encourage volunteers, who might be interested, to apply to serve on the board.

And lastly Doris reminded board members that the next meeting will be in July at the Watkinsville library.

Respectfully submitted,
Dorothy Peltier, Secretary, OCLB

approved 1/12/2009

**OCONEE COUNTY LIBRARY BOARD
MINUTES OF THE QUARTERLY MEETING
OCTOBER 13, 2008**

The meeting was called to order by Vice-Chairperson Janet Stratton. Members present included Susan Brodrick, Deann Craft, Brian Hawkins, Pamela Hendrix, Phyllis Luke, Dorothy Peltier, Jerry Studdard, Lisa Vaughn, Alice Vernon and Art Zimmerman. Also, present were Kathryn Ames, Clare Auwarter and Donna Brumby. Absent member was Doris Firth. Janet introduced our new board member, Pamela Hendrix, who was appointed by the BOC to replace Ginger Griffith. Janet asked if there were any changes to the July minutes. After corrections were made Jerry Studdard made the motion to approve the minutes and Brian Hawkins seconded the motion.

PUBLIC COMMENT

There are no public comments to report.

BRANCH MANAGER'S REPORT

Clare reviewed her Branch Manager's report. She brought to the board's attention the increase numbers of patrons to both our Watkinsville and Bogart libraries. She noted the successful Summer Reading Club programming and the purchase of three new children's computers. She was pleased to have Debbie Wagner do a series on learning to play bridge and Denise Everson on investing money. Clare wished that more patrons could have been aware of the free visitors pass that could be checked out for Georgia State Parks and Historic Sites. She noted that our library users were beginning to download audio books. And she was very happy with the online subscription service for children, called "Tumblebooks", that appears to becoming very popular. Clare reported that "The End of Summer Party" for teens was also well attended.

On the subject of maintenance Clare was very pleased with the refurbished ESP room and she has found many uses for it. She reported that the repair work was finished on the Bogart's library parking lot and she also noted that the roof repair had begun on the Watkinsville's library. That work should be done by October 17th but Clare explained that the cost has been very much higher than anticipated and this may affect other projects scheduled for this fiscal year. Also an unexpected problem arose when heavy rains resulted in drains outside getting clogged and that in turn caused flooding into the Watkinsville library at the east end. All was cleaned up and dried out with a lot of help but something will have to be done to be sure this will not happen again.

REGIONAL DIRECTOR'S REPORT

Kathryn reviewed the revenue and expenditures for our first-quarter. Since our revenue will be less than we anticipated when our FY09 budget was first drawn up it has had to be modified. Most of the scheduled expenditures have been kept at or less than 25% of our budgeted amounts for this quarter. Amounts allotted for Equipment and for the Programming Incentives for children and young adults have not been expended yet. Two other expenditures, the Computer Maintenance, software and supplies and the Copier Maintenance and Lease Gordon Documents, are slightly greater than 25% of our expected amounts for the quarter. Kathryn reported that the Oconee County BOC In-behalf support expenditures are on track. Under Gift Income and Expenses we have a big balance in our Watkinsville account. While there is only a small balance in our Bogart account that will change when we receive their money in January. Currently we are showing a negative balance in our Fund Equity (our "Reserve").

Kathryn reported that the state has reduced their support for the expenditure for books from 57 cents down to 35 cents per capita which will seriously impact library budgets overall. She is also expecting perhaps a 6% reduction in overall library funding by the state which will definitely have an effect on system services, such as possibly freezing up to seven state positions and cutting back on travel funds. She said that our Library Friends and private individuals help a lot by providing funds. Kathryn

reported that Alice, Art and Janet attended a "How to do a Budget" presentation that gave great suggestions on better ways to present budget requests at board of commissioners' meetings. They learned that one of the best ways to present requests was to explain and stress how successful our library was. They all agreed that the another important thing was never to repeat any criticism that might be put in a question when being interviewed but to turn the question around and answer what is being done right.

Donna Brumby talked about the library outreach service and how it was working. Right now one person has to cover 5 counties. Requests are limited at this time but she expects that this will increase as more people learn about the service.

Kathryn mentioned the Staff Development Day that is held every year. She said that the most popular presentations were on reader advisory, communicating skills, and a police officer's discussion on when to call 911.

FRIENDS OF THE LIBRARY REPORT

Clare reported on the wildly successful Oconee Library Friends Book Sale that earned \$10,000 this year. She was extremely happy with this but wanted to remind the board that it took a lot of hard work and a lot of time by a lot of Friends to successfully manage the whole thing.

The Oconee Friends' Family Fun Day also went very well. The best of the events that day included a Moon Walk, a petting Zoo, a magician, bubbles, and doing arts and crafts . They estimated they had about 300 people taking part that day.

A reminder was given to the board that the Oconee Friends intend to have a dedication of the Jim White's bench outside the Watkinsville library before their annual meeting on October 23rd. Clare also asked for a board member to consider being the liaison with the Friends.

Deann Craft returns to the Library Board filling in for Vera Gear. She reported that Bogart's Library Fall Festival reported they raised \$285 selling gift baskets.

The Oconee Library Friends participated in the Oconee County Fall Festival as they do every year.

OLD BUSINESS

Reviewing the FY09 budget after learning there would be a cut of \$10,000 in funding by the BOE. Clare determined that she would have to reduce \$5000.00 from the materials budget and \$5000.00 from the personnel budget. This meant that the 12-hour children position was lost and also that there would have to be a reduction of time for certain projects and cutting back on some events that had been originally planned.

NEW BUSINESS

Clare reviewed some changes that were made to the Oconee County Strategic Plan. We were told that Janet would present the four service responses as the focus for Oconee County Libraries during the next three years at our January board meeting. Meanwhile Clare provided us with a copy of changes that have been made to the Strategic Plan for our review.

Two By-Laws' amendments regarding meeting dates and quorum were proposed for approval by the Board. The first amendment was suggested by our representatives, including Alice, Janet and Art, to the Regional Library Board. They recommended that we hold our meetings on the second Monday of the month instead of the third Monday. This change would allow our representatives to have more current information to offer at the regional meetings. Motion to accept the change was made by Pamela and seconded by Art. All members voted in favor.

The second amendment proposed a change from 6 members of the board making a quorum to setting one-half plus one of the board members to constitute a quorum. This more generalized statement will cover any future change that might occur to the actual number of board members. Motion to accept the change was made by Jerry and seconded. All members voted in favor.

Kathryn reminded everyone that the next Legislative Day would be Feb 26th. She would like to have some board members go with her to meet with our legislators. One thing really needed was to ask them to support every effort to reinstate the book money to its previous amount. We could also talk with them on what our libraries are doing for the public that they might not know, such as the ability to do job applications online for many companies now. She also said that right now is the best time to contact our representatives and let them know how much the libraries are doing for everyone.

Finally, Clare asked if two members of the board would assist her in reviewing both the Constitution and By-Laws documents to prepare them for our next meeting. Alice, Pamela and Art will work with Clare on this.

As no other business was pending Art made a motion to adjourn. All members were in favor.

Respectfully submitted,
Dorothy Peltier, Secretary, OCLB